

**MILWAUKEE COUNTY CLERK OF CIRCUIT COURT
NON-AGGRESSION AND ZERO THREAT TOLERANCE POLICY**

Policy:

As it is the policy of Milwaukee County and the Offices of the Clerk of Circuit Court to supply a safe and healthy environment for employees and visitors, threats, harassment, aggressive and/or violent behavior are prohibited within Milwaukee County facilities and operations, on Milwaukee County premises, and in the Offices of the Clerk of Circuit Court, and will not be tolerated.

Individual employees not adhering to this policy or engaging in the activities prohibited by this policy are subject to disciplinary action, up to and including termination as per Civil Service Rule VII Section 4.

Individuals not employed by Milwaukee County exhibiting threatening or violent behavior are subject to referral to the Sheriff's Department or Local Law Enforcement Agencies, and/or removal from Milwaukee County premises.

Procedure:

Threats. Threats or harassment may occur in the form of telephone calls, physical altercations, letters or notes, vandalism, face-to-face conversations, following or stalking, assault, intimidation, or by other means. A threat may be real or implied. Harassment is considered a form of threat. Threats may also be carried out with a weapon such as a firearm, knife, bat, or other device capable of causing physical harm.

Reporting. Employees who believe they are being subject to or have experienced or witnessed a threat, harassment, or aggressive, violent or inappropriate behavior shall immediately inform their Division Administrator or Assistant Administrator. Employees who have been subjected to threats or aggressive or violent behavior while off work should also report such incidents if there is a possibility that it could result in further workplace threats.

Follow Up Investigation. All threats are to be referred to the Department Head who may call together a Threat Assessment Team to investigate. The Threat Assessment Team may consist of representatives from the Department of Human Resources, Labor Relations, Corporation Counsel and the Sheriff's Department. The Department Head, along with the Team, will immediately investigate all reported threats and take any necessary steps to arrange for protection of the threatened individual, and to end or defuse the threat(s). The investigation may require follow-up activities and other action as may be deemed appropriate.

Assistance: Threatened employees can be referred to the Employee Assistance Program for additional personal help as needed.



John Barrett, Clerk of Circuit Court/
Director of Court Services